

(Revised 5/2002)

APO Name: _____

APO Number: _____

ACCOUNTABLE PROPERTY OFFICER FILES		
1. Inventories	YES	NO
a. Copy of current inventory(w/in 2 yrs of current date)*		
b. Signature of individual who conducted		
c. Copies of corresponding purchase order/purchase card document for inventory items (w/in current file year).		
d. Copy of instructions for conducting inventory		
f. Adequate time frames between notifying APO and inventory due date		
2. Transfers		
a. Copies of signed documents from both APO's (for accountable property) includes memo, AD-107, or screen print from PROP*		
b. Document contains applicable information, description, serial number, & NFC identification number.		
3. Excess/Disposal*		
a. Copies of excess reports for accountable items (In Remarks, list document types used: e-mail, SF-120, etc.)		
b. Copies of excess reports for non-accountable items (In Remarks, list document types used: e-mail, SF-120, etc.)		
c. Signature of APO		
d. Documentation reported to DEPPC/GSA (PROP Screen print)		
e. Documentation of DEPPC/GSA actions		
f. Copies of AD-112 documenting local disposition		
g. Copies of Public Notices		
h. APO signature documenting disposal action		

APO Name: _____

APO Number: _____

i. Documentation for disposal of non accountable property		
4. Accountable Property Receipts*	Yes	No
a. Purchase Order		
b. PO includes descriptions, acq. amount, serial number, NFC identification number, signature		
c. Purchase Card Transaction		
d. Purchase Card Transaction includes description, acq. Amount, serial number, NFC ID, signature		
e. Other		
5. Donation Programs		
a. Copies of excess requests		
b. Documentation of screening*		
c. Copies of SF-122's		
d. Required signatures		
6. Remarks		

APO Name:_____

APO Number:_____

***Regulatory**

APO Name: _____

APO Number: _____

CHECKLIST FOR MOTOR VEHICLE FILES		
Tag Number -	YES	NO
1. Copy of Certification of Origin		
2. Copies of Receipt Documentation		
a. GSA Motor Vehicle Requisition		
b. Delivery Order		
c. Screen Print From PMIS/PROP		
d. Other:		
3. Copies of documentation forwarding tags, credit card, vehicle decals to APO.		
4. * Copies of Annual Vehicle Safety Inspections		
5. * Copies of documentation for Quarterly Operational Data. (Non-Voyager)		
6. Other:		
a. AD-112's for Damages		
b. Disposal Documents (AD-112, SF-126, AD-107)		
7. * Home-to-Work Transportation		
a. Copies of form AD-578		
b. Does employee's job series qualify		
c. Used during official travel, AD-202		
8. Physical Vehicle Inspection		
a. USDA Decal*		
b. Penalty for Unofficial Use*		
c. Gov't Tags*		
d. Other (specific agency/office ID, No Smoking, etc.)		

APO Number: _____

9. Current ltr of approval for using State Tags		
10. Remarks		

* Regulatory

APO Name:_____

APO Number:_____